

**CLASS TITLE: CHIEF ADMINISTRATOR/HOWARD CENTER
(DEPARTMENT OF ADMINISTRATION)**

Class Code: 02505700

Pay Grade: 43A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible to the Director, Department of Administration, the Chairperson of the Howard Center Council in implementing, coordinating, and administering the Howard Center Master Plan*; to coordinate and facilitate property management activities amongst the various state agencies and occupant departments; to establish a formal and professional process for review and comment with the City of Cranston on all proposed Howard Center projects, and to mitigate any significant impacts on the surrounding community; to facilitate the efficient operation of the various state agencies; to be directly responsible to the Director, Department of Administration for the overall development, renovation, new construction, and maintenance of a modern state office park; and to do other related work as required.

* This plan establishes a long term commitment to create and develop a fully utilized and multi-purpose state office park. The purpose of this plan is to salvage, repair, renovate and maintain the Howard Center's key buildings and infrastructure, and to develop its best potential building sites to maximize its long term usefulness to the state.

SUPERVISION RECEIVED: Works under the general direction of the Director, Department of Administration (the Chairperson of the Howard Center Council) with wide latitude for exercising initiative and independent judgment; assignments emanate from policy mandates and initiatives developed and approved by the Chairperson of the Howard Center Council; work is subject to review through consultations and submitted reports for conformance with the Howard Center Master Plan, as well as with pertinent statutes, rules and regulations and the State Guide Plan.

SUPERVISION EXERCISED: Plans, coordinates, directs, supervises and reviews the work of additional professional, technical, administrative, and support staff, as well as consultants, private contractors and vendors deemed necessary by the Chairperson of the Howard Center Council. Support staff may be provided by any appropriate departments or agencies of state government, as necessary.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As the Chief Administrator of the Howard Center, to provide a centralized focus for planning and implementing a comprehensive program for development, new construction, renovation, repair, and maintenance of state buildings; and to develop space utilization plans for those facilities.

To coordinate the development and administration of the capital budget for the implementation of the Howard Center Master Plan.

To be responsible for the direction and coordination of consultants, professional architects, engineers and semi-professional staff members engaged in the inspection of new construction and renovation projects in both the proposal and construction phases; however, custody/security issues involving construction or renovation of correctional facilities fall under the purview of the Department of Corrections.

To be responsible for the management and operation of the commonly shared elements of the Howard Center, to include buildings, grounds, landscape beautification, roads, parking, general environment, and infrastructure.

To administer any centralized support services (or the arrangement of such services) which the state may choose to consolidate at the Howard Center.

To direct a task force involving Howard Center occupants and property management professionals in order to assess current systems, infrastructure and other common physical elements; to identify current conditions, major problems, potential solutions, and report thereon.

To direct a task force of professionals and support personnel to compile and assess information about vacant and underutilized buildings, and to report to the council regarding potential for alternate uses.

To be responsible for the renovation, re-use and maintenance of all Howard property outside of departmental zones.

To oversee all aspects of construction, operations, maintenance, and capital development for the center.

To interface with appropriate state and city officials in order to develop, coordinate, and implement symbiotic service delivery systems (including fire and security), as well as long range revitalization projects.

To review departments' capital investment plans to ensure consistency with criteria established in the master plan and compatibility with existing elements, both in the particular departmental zone and elsewhere at Howard Center.

To actively coordinate with the Department of Administration and other state agencies in reviewing current and future space needs, leasing commitments, and to make recommendations concerning major uses to be located at the Howard Center.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques used in the construction, renovation and maintenance of buildings, grounds, and institutional infrastructure; a thorough knowledge of the principles, practices and techniques required in implementing a comprehensive program of property management, facilities operations, and capital development at a large campus or institutional setting; the ability to effect the acquisition, development and planning of state facilities and programs for asset protection of real properties; the ability to review construction plans, specifications and cost estimates for conformance with desired objectives; the ability to read and evaluate vendor contracts; the ability to analyze and evaluate the optimum uses of physical resources and to submit coherent reports with appropriate recommendations; the ability to prepare and maintain an operating budget for agency programs; the ability to supervise assigned personnel in the implementation of property maintenance and management; the ability to establish and maintain effective working relations with various state, local and private officials and agencies in order to implement major centralized facilities maintenance and property management functions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited college with a Master's Degree in Public or Business Administration, or a closely related field; and

Experience: Such as may have been gained through: considerable experience in an executive or administrative position with responsibility for planning, budgeting, developing, implementing, and evaluating construction, renovation, property management and space utilization of public facilities, and related administrative experience in the public sector.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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